



Registering in NEworks and Filing an Initial Claim

Before you register or file your claim, visit dol.nebraska.gov to read the Guide to Unemployment Benefits and get answers to frequently asked questions.

You must register in NEworks - <https://neworks.nebraska.gov> - as part of the initial unemployment claim process. You will first complete a personal profile, an online resume, and finally, your initial claim for benefits. By law, registration is required in order to receive unemployment insurance benefits, even if you have a recall date with a particular employer or are a member of a union with a hiring hall. All claimants must register and complete an online resume.

Step 1: Go to the NEworks home page and click the “UNEMPLOYMENT” button.



Step 2: On the next screen, choose “File or Manage a Claim.”

[Get Information](#)

Unemployment benefits are paid from the Nebraska State Unemployment Fund. No deductions are taken from employees' paychecks. Eligibility requirements as defined in the Nebraska Employment Security Act. For more information on unemployment benefits, including how to apply, qualify and receive benefits, visit [dol.nebraska.gov](#).



[File or Manage a Claim](#)

Prior to filing an unemployment insurance claim, you must register with the Nebraska Department of Labor. When filing, make sure to provide accurate employment information. For more information on filing a claim, visit [dol.nebraska.gov](#).

[Report Unemployment Insurance Fraud](#)

Unemployment fraud is when anyone receives unemployment benefits while working full-time. Examples include returning to work full-time but continuing to receive unemployment benefits.

Step 3: You will then reach the sign-in page.

If this is the first time you are visiting NEworks or have not used the site for over one year, choose Option 2 – Create a User Account - Individual.

Option 2 - Create a User Account



To become a NEworks user with access to our online services, select one of the following account types. If you are not sure about registering, visit the [Why Register?](#) page.



[Individual](#) - Register as this account type if you are an individual and wish to search for the latest job openings, file or manage your unemployment claim, post a resumé online, find career guidance, search for training and education programs, find information on local employers, etc.


[Employer](#) - Register as this account type if you represent an employer and wish to post job openings online, search for candidates for your jobs, view local industry or labor market information, etc.

[Analyst](#) - Register as this account type if you are a labor market information or economic development professional looking to analyze area, occupation, and industry data over different geographical regions and time periods.

[Return to previous page](#)

If you are a recent, previous user of NEworks, go to Option 1 and log in with your user name and password. If you forgot your user name or password, click the link below the password field – “Retrieve User Name or Password.” Take note of your user name and password for future use.

Option 1 - Already Registered



User Name:

Sign In

Password:

If you have forgotten your user name and/or password, please click [Retrieve User Name or Password](#).

Step 4: You will be presented with our privacy agreement. Read and click “I Agree” to continue.

Step 5: Complete several screens regarding your profile. If you already have a profile, make sure it is up to date.

Step 6: After you have completed your registration, you will be directed to your dashboard. Choose “**Unemployment Services**” from the left menu.

NEworks
NEBRASKA DEPARTMENT OF LABOR

Welcome to My Individual Workspace
This page introduces you to system features and offers suggestions. Select from the items below to start customizing the content that interests you.

My Individual Workspace

- My Dashboard
- How We Can Help You
- Employment Strategy
- Directory of Services
- My Resources

Quick Menu

- Job Search
- Resumé Builder
- My Portfolio

Services for Individuals

- Career Services
- Job Seeker Services
- Education Services
- Labor Market Services
- Community Services and Benefits
- Financial Services
- Unemployment Services**
- Veteran Services
- Youth Services
- Senior Services
- Disability Services
- Staff Provided Services

Other Services

My Dashboard | [How We Can Help You](#) | [Employment Strategy](#) | [Directory of Services](#) | [My Resources](#)

Services Preview

Explore a Career Change

We can show you occupations that are in demand that might be of interest to you based on your profile.

- Find in demand occupations
- New careers that match your job skills
- New careers that match your interests
- New careers that match what is important to you in a job
- New careers that match all your assessments
- Find occupations from our Career Ladder

Find a Job | Get Recruited & Be Proactive | Get Trained | Review the Job Market | Explore a New Career

Unemployment Assistance | Plan Your Finances | Review Benefits Available | Other Services

Job Seeker Services

- Job Search**
Find current job openings.
- Resumé Builder**
Create, store and update your resumé online.
- Virtual Recruiter**
Create a system job search alert.

[More Job Seeker Services](#)

My Personal Profile

- My Background**
 - Employment Histories
 - Education Histories
 - Certificates

[View Your Personal Profile](#)

Unemployment Services

- Unemployment Benefit Overview**
Information about the Unemployment Benefit program.
- File or Manage a Claim**
Access and view information regarding your claim.

Current Events

WorkShop/Training	2
Job Fair	0
Meetings	0
Rapid Response	0
Orientation	0
Employer Recruitment Event	0
Other Events	0

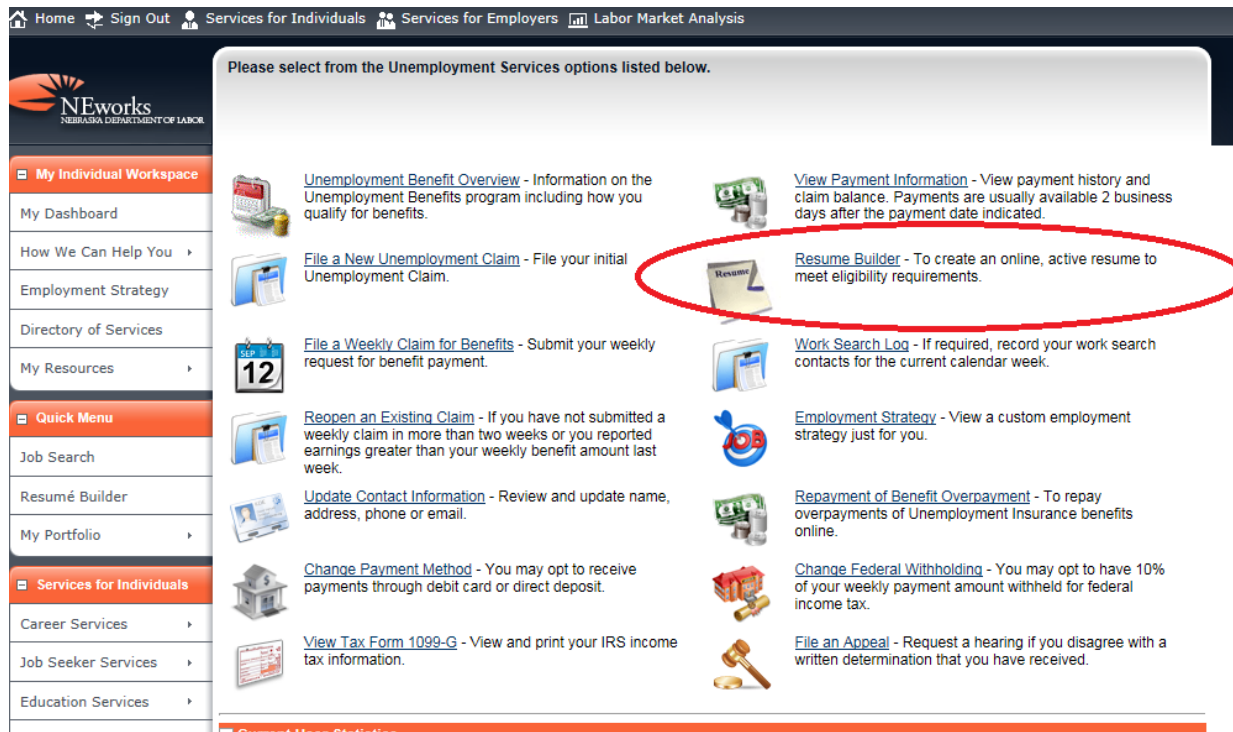
[More Events](#)

My Benefits Plan

WIA Applications

My Employment Plan

Step 7: Choose “**Resume Builder.**” If you choose “File an initial claim,” you will be redirected to create a resume.




Step 8: Start building your resume by clicking the “Create new Resume” button. If you already have a resume, make sure it is up to date.

Create new Resumé

Step 9: Create a resumé.

NOTE FOR INITIAL CLAIMS: To be eligible for unemployment benefits, your resumé must be available to employers online in the “Resumé Accessibility” section. Even if you are going back to work for your employer or are a member of a union with a hiring hall, you must complete an online resume.

* indicates required fields.

 For help click t

Resumé Type

Resumé Creation Method:

- ☒ Internal Resumé - Build your resumé using a step-by-step process (create your resumé from scratch).
- ☐ External Resumé – Attach an existing Word or .PDF resumé (save time by using your existing resumé).
- ☐ Copy-and-Paste Format - transfer resumé's text from an existing copy (quick - but not as useful to potential employers).

Resumé Name

* Resumé Title:

Resumé Accessibility

Accessibility:

- ☐ Select if you **do not want** your resumé available to employers online
- ☒ Select if you **want** your resumé available to employers online



Cancel

Next >>

Step 10: After you complete your resumé (this will be several screens), click the “Save Resume’ and Return” button.

Save Resumé & Return

Step 11: Choose “Unemployment Services” from the following options:

What would you like to do next?



[Search for Jobs](#)

This option will let you search for jobs using the criteria you just entered into your online resume.



[Edit this Résumé](#)

This option will enable you to edit your newly created resumé.



[View all your Resumés](#)

By using this option, you can view your current resumés, update any existing resumés or create a new resumé.



[Add another Résumé](#)

This option will take you to the Résumé Wizard to create a new resumé.



[WIA Pre-Application](#)

Fill out an application to determine if you may be eligible for WIA program benefits.



[Return to My Dashboard](#)

This option will take you back to your personal dashboard page where you can access additional services.

















[Unemployment Services](#)

This option will take you through the unemployment insurance claim process, including filing a claim, completing your weekly certification, and modifying your contact and payment information

Step 12: You will be presented with this menu. Choose File a New Unemployment Claim.

Or, if you are reopening a claim, filing a weekly claim, or completing a work search log, choose the appropriate option.

Please select from the Unemployment Services options listed below.

 Unemployment Benefit Overview - Information on the Unemployment Benefits program including how you qualify for benefits.	 View Payment Information - View payment history and claim balance. Payments are usually available 2 business days after the payment date indicated.
 File a New Unemployment Claim - File your initial Unemployment Claim.	 Resume Builder - To create an online, active resume to meet eligibility requirements.
 File a Weekly Claim for Benefits - Submit your weekly request for benefit payment.	 Work Search Log - If required, record your work search contacts for the current calendar week.
 Reopen an Existing Claim - If you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week.	 Employment Strategy - View a custom employment strategy just for you.
 Update Contact Information - Review and update name, address, phone or email.	 Repayment of Benefit Overpayment - To repay overpayments of Unemployment Insurance benefits online.
 Change Payment Method - You may opt to receive payments through debit card or direct deposit.	 Change Federal Withholding - You may opt to have 10% of your weekly payment amount withheld for federal income tax.
 View Tax Form 1099-G - View and print your IRS income tax information.	 File an Appeal - Request a hearing if you disagree with a written determination that you have received.

Current Hour Statistics

Step 13: From this menu, choose “FILE A NEW UNEMPLOYMENT CLAIM.”

Or, if you are reopening a claim, filing a weekly claim, or completing a work search log, choose the appropriate option.

Unemployment Benefits

Choose an option below:

UNEMPLOYMENT SERVICES MENU	<ul style="list-style-type: none">• Change Your Contact Information• Create Your Resume• Search for Jobs
--	--

<p>WEEKLY ACTIVITIES:</p> <p>WORK SEARCH LOG</p> <p>FILE WEEKLY CLAIM FOR BENEFITS</p>	<p>If required, record your work search contacts for the current calendar week.</p> <p>Submit your weekly request for benefit payment.</p>
---	--

<p>FILE A CLAIM:</p> <p>FILE A NEW UNEMPLOYMENT CLAIM</p> <p>REOPEN AN EXISTING CLAIM</p>	<p>File your initial Unemployment Claim.</p> <p>If you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week.</p>
--	---

<p>CLAIM INFORMATION:</p> <p>VIEW PAYMENT INFORMATION</p> <p>REPAYMENT OF BENEFIT OVERPAYMENT</p> <p>CHANGE PAYMENT METHOD</p> <p>CHANGE FEDERAL WITHHOLDING</p> <p>VIEW TAX FORM 1099-G</p>	<p>View payment history and claim balance. Payments are usually available 2 business days after the payment date indicated.</p> <p>Coming Soon: To repay overpayments of Unemployment Insurance benefits online.</p> <p>You may opt to receive payments through debit card or direct deposit.</p> <p>You can opt to have 10% of your weekly payment amount withheld for federal income tax.</p> <p>View and print your IRS income tax information.</p>
---	---

<p>APPEAL A DETERMINATION:</p> <p>FILE AN APPEAL</p>	<p>Request a hearing if you disagree with a written determination that you have received.</p>
---	---

[LOG OFF](#)

Step 14: Continue through several more screens to complete the filing of your initial claim. You will know that your claim has been submitted when you receive a confirmation number.

Example below:

- Confirmation Number: **R2015060216061473532**

Equal Opportunity Program/Employer

TDD: 800.833.7352

Auxiliary aids and services are available upon request to individuals with disabilities.